



INTERNSHIP PORTAL GUIDE

Resources to start your internship search.

WHAT IS IT?

The Internship Portal is a one-stop-shop for internship information. Locate internship-for-credit checklist, internship manual, important forms, and a library of past internship placements with student comments.

WHAT RESOURCES CAN BE FOUND?

Academic internships are facilitated within departments, and the requirements are specific to your major. The School of Public Health-Bloomington Internships Portal Website houses all of the important documents and resources necessary to begin the process of securing your internship, to navigate the during, and to complete and receive credit after completing your internship.

Website URL: internships.publichealth.indiana.edu/

These are some of the resources and tools available to students specific to your major.

- Step-by-step instructions before internship
- Internship Deadline/Timeline Requirements
- Internship Manual/Handbook
- Agreement Forms
- Authorization/Liability Forms
- Time Logs
- Mid- and Post-Evaluations
- Portfolio Instructions

There is also an extensive database of previous internship placement completed by School of Public Health students. You can read about their experience with an organization or business before making your internship decision.

ACCESS THE INTERNSHIP PORTAL

The Internship Portal can be located from the **Current SPH Students** section of the website: publichealth.indiana.edu/student-portal/index.html

- From there, click on the **Career Services** button in the **left navigation panel**.
- Scroll down to the **Navigating Internships** and click on the **visit the internship portal** button.
- After clicking on this link, locate and select the student section of the site. You may be asked to login using your **IU username and password** after clicking.
- After logging in, **select the appropriate course** that applies to your major. If you are not sure which course to choose, ask your advisor for assistance on selecting the correct course. It is important to select the correct course number because the resources and requirements vary by course and major.
- Once in the appropriate course, the SPH Internship Portal outlines step-by-step instructions of what needs to be completed **before, during, and after** your internship.
- If fulfilling an internship-for-credit requirement, **review all information**.
- Click on **Search Internship Experiences** to access a database of previous student internships. This can be very helpful when exploring internship options.